



**Texas Department of Transportation
Motor Carrier Division
P. O. Box 5020 - Time Permit Section
Austin, Texas 78711-5020
800/299-1700 FAX: 512/465-3585**

Form MCD-304a (Rev. 6/06)

**Procedures for Annual Oversize/Overweight Permits
(Annual Envelope/AEV Permit)**

Due to the increase in Annual Envelope Permits, we ask that the following procedures be followed so that each application can be issued in a timely manner.

1. **Complete the application, Form 301.** Please use only the Annual Oversize/Overweight Permit Application. No cover sheet or copies of permits need to be sent. If needed, an additional truck page will be provided for you. To assist us and to expedite your permit request, please fill out the form completely and legibly, so that we will not have to call you.
2. **Please fax in all requests for Annual Envelope Permits.** Please do not call for permit renewals or to add trucks. All permit requests will be processed in the order received, including telephone requests. Please limit phone calls to questions only.
 - The Truck Specific Annual Envelope permit may be renewed instantly through the Internet 24 hours, 7 days a week. Please request a log in and password through our website for this capability.
 - The Company Specific Annual Envelope permit may be submitted through the Internet; however, MCD will still process the permit. The permit will be mailed to the company.
 - Fax applications to (512) 465-3585. This number is for annual envelope and time permits only.
 - You may also continue to mail your permits in, if you prefer, to the following address: TXDOT-MCD, Time Permit Section, P.O. Box 5020, Austin, Texas, 78763-5020
3. In order to be assured that you have a valid permit issued prior to the expiration of the current one, we strongly encourage you to submit your renewal request at least one week prior to expiration of the current one.
4. When truck license numbers have changed, you do not need to call us to make changes. Please include new license number at the time of renewal.

Thank you for your cooperation. If you need to call a member of the Time Permit Team, please call 1-800/299-1700 and listen to the menu options to direct you to Time Permits.